



Department of Intellectual and Developmental Disabilities
Debra K. Payne, Commissioner

HOW TO BECOME A PROVIDER FOR THE DEPARTMENT OF INTELLECTUAL & DEVELOPMENTAL DISABILITIES (DIDD)

Welcome to the New Provider Application page for DIDD. Our Department is committed to quality services and supports for persons with intellectual and developmental disabilities. Qualified and credentialed providers are essential partners in accomplishing our goal of delivering quality services. Below you will find the listing of information specifically related to being a provider in our system and instructions for completing the application.

Thank you for your interest in supporting all Tennesseans with intellectual and developmental disabilities to live fulfilling and rewarding lives.

Effective February 1, 2014, DIDD implemented the New Provider Application Policy (policy 80.1.1). The policy is available for review at:

http://www.tn.gov/didd/provider_agencies/howto_prov.shtml

All DIDD Provider Applications are located at:

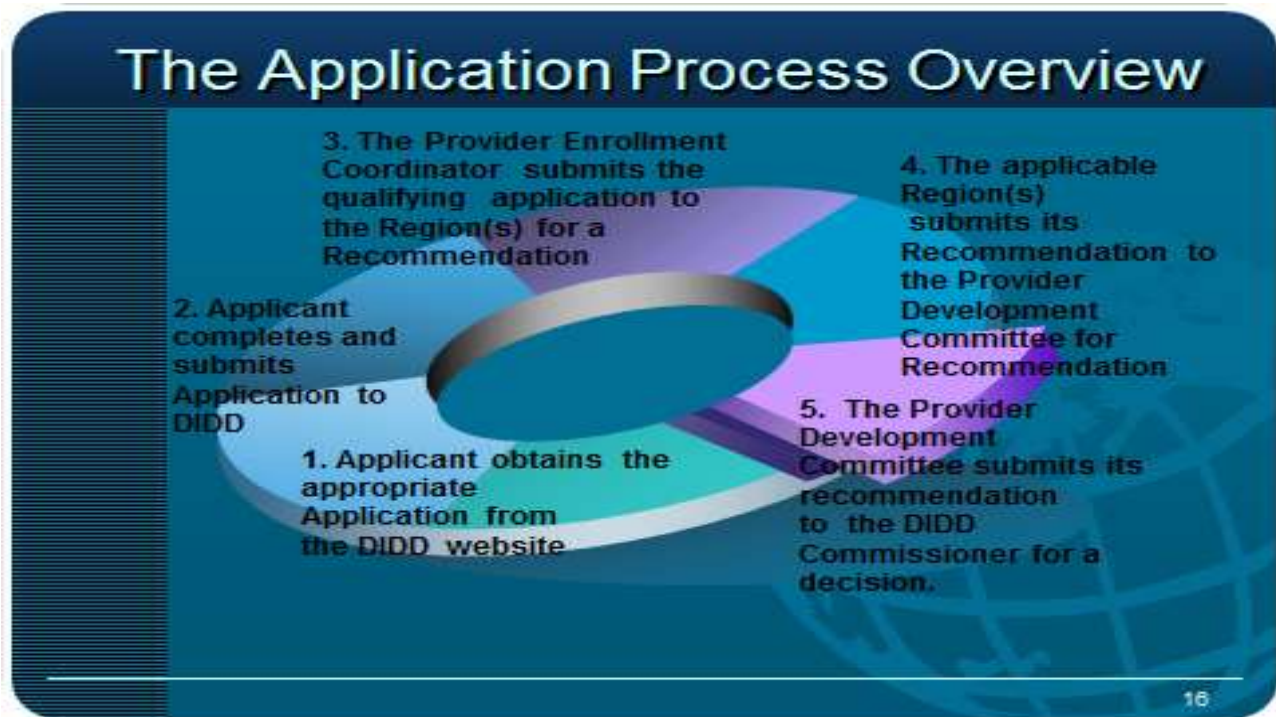
http://www.tn.gov/didd/provider_agencies/howto_prov.shtml

For questions or inquiries contact: DIDDProvider.Application@tn.gov or 1-615-532-6530.

Applicant Forum: DIDD will provide Applicant Forums twice a year. The Applicant Forums are interactive, informational sessions held prior to the beginning of each recruitment cycle. The Forums allow an opportunity for applicants to discuss the application process and provider qualifications. We recommend that you attend an Applicant Forum prior to submitting the New Provider Application. Attending the Forum is not mandatory, but it may be helpful to applicants seeking information about DIDD and clarification about the process for submitting a DIDD New Provider Application. ***The Power Point Presentation from the Applicant Forum is available at:***

http://www.tn.gov/didd/provider_agencies/howto_prov.shtml

The Application Process: The following information explains the New Provider Application Process, the New Provider Application Policy 80.1.1, DIDD available services, Open and Targeted Enrollment dates, and links to the DIDD New Provider Applications.



Additional Information: For detailed information on the application process, please read the Department of Intellectual and Developmental Disabilities policy titled **New Provider Application Policy 80.1.1**

LONG TERM SERVICES

Applicable Services: The Long Term Application (LTA) shall apply to the following services:

Community-Based Day
Supported Employment
Respite
Intensive Behavior Residential (IBRS) *
Medical Residential
Residential Habilitation
Semi Independent Living
Individual Transportation for Respite and
Personal Assistance

*See IBRS Requirements

Facility-Based Day
In-Home Day
Behavioral Respite
Personal Assistance
Supported Living
Family Model Residential Support
Support Coordination



OPEN ENROLLMENT FOR LONG TERM SERVICES

Open Enrollment for Long Term Services (continued)

The Open Enrollment period for Long Term Services occurs two times per year. Posted below is the second (last) Open Enrollment period for the year 2014 and the first Open Enrollment period for the year 2015.

❖ **September 1-September 30, 2014**

❖ **March 1-March 30, 2015**

* The Supported Employment service and Intensive Behavior Residential service is located on the Long Term Service applications. Applicants may apply for these two services anytime throughout the year (see Targeted Enrollment).



Open Enrollment for Long Term Services Time Line

Open Enrollment Application Time Line for the September 2014 Applications:

August 2014: Applicant Forum for Potential Providers is conducted in each DIDD region.

September 1, 2014: DIDD begins accepting the New Provider Initial Screening Questionnaire for Long Term Services and for Support Coordination Services (*PART 1*).

September 30, 2014: DIDD last day to accept the *PART 1* application

October 1, 2014: DIDD begins notification process: Approve or Deny or Reject Incomplete the *Part 1* application

Open Enrollment Application Time Line for the March 2015 Applications:

February 2015: Applicant Forum for Potential Providers is conducted in each DIDD region.

March 1, 2015: DIDD begins accepting the New Provider Initial Screening Questionnaire for Long Term Services and for Support Coordination Services (*PART 1*).

March 31, 2015: DIDD last day to accept the *PART 1* application

April 1, 2015: DIDD begins notification process: Approve or Deny or Reject Incomplete the *Part 1* application



Open Enrollment for Long Term Services Timeline (continued)

Open Enrollment Application Time Line for the <u>September 2014</u> Applications (continued):	Open Enrollment Application Time Line for the <u>March 2015</u> Applications (continued):
November 2014: Upon approval of the New Provider Initial Screening Questionnaire (<i>PART 1</i>) The applicants shall be invited to the New Provider Pre-Application Activity, which is mandatory.	May 2015: Upon approval of the New Provider Initial Screening Questionnaire (<i>PART 1</i>) The applicants shall be invited to the New Provider Pre-Application Activity, which is mandatory.
November 30, 2014 last day to submit the New Provider Application for Long Term Services (<i>Part 2</i>) and the last day to submit the New Provider Application for Support Coordination (<i>PART 2</i>)	May 30, 2015 last day to submit the New Provider Application (<i>Part 2</i>) for Long Term Services and the last day to submit the New Provider Application for Support Coordination (<i>PART 2</i>)
December-January: Applications Processed	June-July: Applications Processed
January-February: DIDD begins notification process: Approve or Deny	July-August: DIDD begins notification process: Approve or Deny
The New Provider must attend a DIDD orientation within one year of the date on the new provider approval letter and once a fully executed provider agreement is obtained.	

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NEW PROVIDER APPLICATIONS FOR LONG TERM SERVICES (Part 1 & Part 2)

- New Provider Initial Screening Questionnaire for Long Term Services and for Support Coordination Services / Part 1
 - W-9- *must be submitted with application*
 - Disclosure Form for Provider Person or Entity- *must be submitted with application*



- New Provider Application for Long Term Services / Part 2
 - Information for Intensive Behavioral Residential Services (IBRS)
 - Available Service Rates
- New Provider Application for Support Coordination / Part 2
 - Available Service Rates
- Completed applications must be typed, signed, scanned and send in PDF form to DIDDProvider.Application@tn.gov

Questions: If you have questions or need additional information after you have read the Policy, you may contact Office of Provider Development at:
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Clinical & Ancillary Services

Dental Services and/or Anesthesia

Vision Services

Applicable Services: The Clinical and Ancillary Application shall apply to the following services:

Behavior Analyst
Nursing
Occupational Therapy (OT)
Physical Therapy (PT)
Speech Hearing and Language Services (SLH)
Environmental Accessibility Modifications

Behavior Specialist
Nutrition
Occupational Therapy Assistive Technology*
Physical Therapy Assistive Technology*
Personal Emergency Response System
Orientation and Mobility (O&M)



Speech Hearing and Language Services Assistive
Technology*

Individual Transportation (with O&M only)

Specialized Medical Equipment/Supplies and
Assistive Technology

*Requires special approval for individuals/agencies with advance skills/experience with assessment and intervention of Assistive Technology Devices.

TARGETED ENROLLMENT FOR CLINICAL & ANCILLARY SERVICES, DENTAL SERVICES and/or ANESTHESIA, OR VISION SERVICES

(Targeted Enrollment is a designated period of time, determined by DIDD, during which DIDD seeks to enroll providers of specific services)

Targeted Enrollment

Targeted Enrollment Application Time Line:

- ❖ Targeted Enrollment: Applications may be submitted at *anytime throughout the year.*

Targeted enrollment is open for:

- ❖ Clinical & Ancillary Services
- ❖ Dental Services and/or Anesthesia
- ❖ Vision Services
- ❖ Intensive Behavior Residential Services (IBRS)
- ❖ Supported Employment Service



NEW PROVIDER APPLICATIONS FOR: Clinical & Ancillary Services Dental Services and/or Anesthesia Vision Services

- Provider Application for Clinical and Ancillary Services
 - W-9- *must be submitted with application*
 - Disclosure Form for Provider Person or Entities - *must be submitted with application*
 - Information for Behavior Analyst and Behavior Specialist Services
 - Information for Environmental Accessibility Modifications Services
 - Information for Nutrition and Orientation and Mobility Services
 - Information for Nursing Services
 - Information for Occupational Therapy, Physical Therapy and Speech Language and Hearing Services
 - Information for Specialized Medical Equipment and Supplies and Assistive Technology Services
- Credentialing Application for Dental Services and/or Anesthesia
 - W-9- *must be submitted with application*
 - Disclosure Form for Provider Person or Entities- *must be submitted with application*
 - Information for Dental Services and/or Anesthesia Service
- Credentialing Application for Vision Services
 - W-9- *must be submitted with application*
 - Disclosure Form for Provider Person or Entities- *must be submitted with application*
 - Information for Vision Services



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